

**U.S. DEPARTMENT OF COMMERCE - CENSUS BUREAU
PHILADELPHIA REGIONAL OFFICE**

ISSUE DATE: 02/15/2008

CLOSING DATE: Open Continuously

RECRUITING BULLETIN NO:

PH-08-001

Philadelphia Regional Office
Philadelphia, PA

POSITION and SALARY: Field Representative

GS-0303-03	\$11.34 - \$16.46 per hour
GS-0303-04	\$12.73 - \$18.48 per hour

PROMOTION POTENTIAL: GS-04.

EXCEPTED SERVICE APPOINTMENT Potential for the position to become permanent.

WORK SCHEDULE: This position has a mixed-tour work schedule. A mixed-tour work schedule provides for periods of full-time, part-time and/or intermittent work to accommodate fluctuating workloads. The candidate(s) selected for this position must sign an agreement outlining the conditions of employment prior to the appointment.

AREA OF CONSIDERATION: Applications will be accepted from all sources located in the following areas:

District of Columbia

Pennsylvania - All Counties

Maryland - All Counties

Delaware - All Counties

New Jersey - Mercer, Hunterdon, Monmouth, Ocean, Burlington, Atlantic, Gloucester, Camden, Cape May, Salem, Cumberland

West Virginia - Berkley, Jefferson

RELOCATION EXPENSES WILL NOT BE PAID.

DUTIES: Interviews respondents to collect survey or census data as required for current, on-going surveys, one-time surveys, and special censuses. Explains the purpose of the survey, asks questions as worded on the questionnaire or survey instrument, and enters accurate and complete information into a laptop computer or onto survey forms. Maintains personal payroll records which reflect hours worked, miles driven, and reimbursements for travel and communications claimed.

QUALIFICATIONS: Six months of general experience. General experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of a Field Representative.

EVALUATION CRITERIA: Candidates are required to pass a written exam. Eligible candidates will be certified based on the score they received on the written examination, plus any veteran's preference entitlements.

CONDITIONS OF EMPLOYMENT:

- 1) Must be available to work days, evenings, and weekends.
- 2) Must have use of an automobile, valid driver's license, and private telephone line (**not a cell phone, DSL, cable or any other internet provided telephone service**).
- 3) Must be willing to travel overnight on occasion.

What To Expect Next: When you apply under this announcement, your resume will be placed in our candidate inventory and will be considered as vacancies occur.

HOW TO APPLY: Each applicant must submit a separate completed Application for Federal Employment (SF-171), Optional Application for Federal Employment (OF-612), Census Employment Inquiry (BC-170), or a resume for each grade level. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable. If you do not indicate a grade level on your application, you will be considered for the lowest grade advertised.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference - Applicants claiming 10-point veteran's preference **MUST** submit the SF-15 Application for 10-Point Veteran Preference, with the required proof(i.e., statement from the Department of Veteran's Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from the Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.

- Highest Federal civilian grade (if applicable).

- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year of completion of degree requirements), type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines **will not be accepted.**

- Complete application package must be received by the close of business (5:00 p.m. EST) on the closing date of the announcement and submitted to: Census Bureau, Philadelphia Regional Office, Attention: Michael DeFrank, 833 Chestnut Street, Suite 504, Philadelphia, PA 19107. For more information on this vacancy, call Jane Konstanty at (215) 717-1810.

OTHER IMPORTANT INFORMATION:

- Full performance level has promotion potential to the grade 4.

- All eligibility requirements must be met by the closing date of the announcement.

- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be **REQUIRED TO SIGN AND CERTIFY THE ACCURACY OF ALL THE INFORMATION IN YOUR APPLICATION.** If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

- Employees who receive a Voluntary Separation Incentive Payment or "buyout" and subsequently return to a position in Federal agencies, whether by reemployment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it.

- Anyone appointed from this announcement may be required to serve a trial period of one year.
- Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling the Philadelphia Regional Office.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

THE DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING PHYSICAL HANDICAP, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.